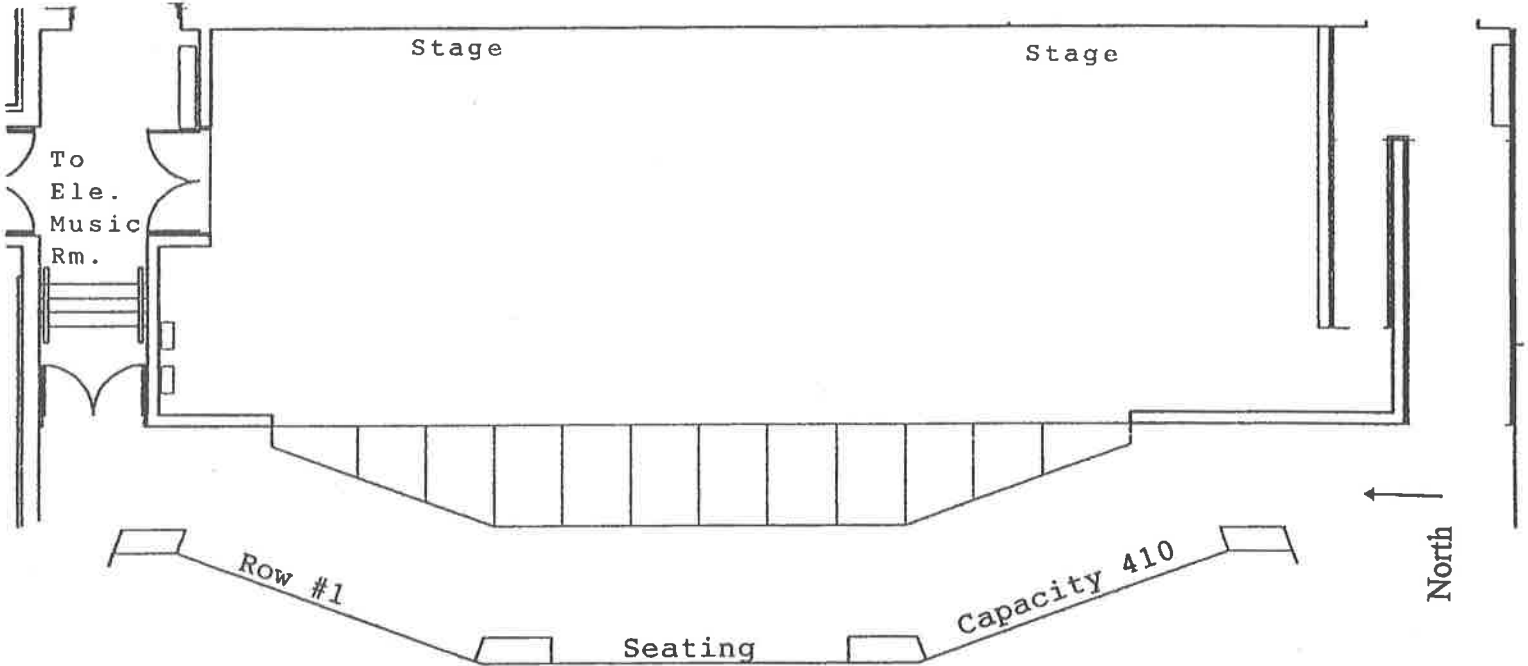


Roseau School Theater / Auditorium Facilities Work Order

Activity _____ Day _____ Date _____ Start _____
 Brief Description of Activity _____ End _____
 Contact Person _____ Home Phone () _____
 Address _____ Work Phone () _____

Sketch of Stage Area Set-up requirements:



Sound:
 Number of Microphones requested (five available): _____
 Handheld Wireless microphone requested (one available) _____
 Body / Lapel Microphone requested (one available)* _____

* = Handheld and Body/Lapel Microphones are on the same frequency, therefore, the units have limited capabilities if used at the same time.

Podium Requested (circle): YES / NO
 Podium with Microphone _____ Without Microphone _____
 Cassette Tape and CD Player available for use in the Sound Room

Lighting:
 Marquee Lights (circle): ON / OFF
 House Lights ON before program at _____
 House Lights (circle): ON / OFF during program

Specific SOUND & LIGHTING requirements (eg: stage lighting, color of filters, etc.) may need to be arranged prior to program with Sound and Lighting technicians.

Copy Distribution: Custodian On Duty (Weekend Only) _____

H.S. Principal	A.V. Director	Asst. Principal
Head Custodian	Ele. Music Teachers	Contact Person
Light & Sound Tech.	Ele. Principal	Other (Specify):

Time Sound and Lighting Technicians should arrive _____
 Program to begin at _____
 Length of program _____
 Open Theater Doors at _____
 Open EXIT Doors at _____
 Number of Round tables (5' diameter) Requested for hallway outside of theater _____

Number of rectangular tables (30" x 10' rectangular table) Requested for hallway outside of theater _____

Risers Needed on Stage: (circle): YES / NO
 Piano On Stage: (circle): YES / NO
 Upright Piano on Stage _____ Grand Piano on Stage* _____
 Air Exchange Unit on: (circle): YES / NO
 A.V. Projector Screen on Stage: (circle): YES / NO
 Black curtains (in back of stage): (circle) OPEN / CLOSED

* If the grand piano needs to be moved from its music room teaching station, it may be necessary for the user or program sponsor to tune the piano before the program and also be responsible for tuning the piano when it is returned to its music teaching station.

Other Specific Items Requested: